

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer/OTR

DATE: 8 February 1956

FROM : Chief, Instructional Services Branch/TR

SUBJECT: Weekly Activity Report #6
1 January - 7 February 1956

SIGNIFICANT ITEMS

None

OTHER ACTIVITIES

1. Reproduction and Printing

a. The 6 February issue of the Instructors' Guide has been received from PSD/LO and is being distributed.

b. One hundred fifty-one ditto masters of French instructional material is being reproduced in thirty copies each for C/LETS. Estimated completion date is 9 February.

2. Bibliographies and Research

a. Work is continuing on the basic list for a training library in the Far East. Most of the instructors have submitted their Required Reading List for courses.



25X1

3. Training Aids Completed during the Week

a. Basic Orientation. Constructed and installed a chalkboard and 3 miscellaneous signs.

b. Clerical Orientation. Prepared a graph.

c. Language and External Training. Installed a double chalkboard, chalkrail and map rail. Processed reproduction of 10 2" x 2" slides. Design and artwork of 6 posters to publicize foreign films.

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d. The AAS staff provided technical assistance to the Film Production Branch in producing two films for TSS. One of these films was made

5. Attendance at Language Film Program

1 February	No film shown
2 February	Russian
7 February	French

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6. Personnel

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